

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

October 19 – October 31, 2010

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

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EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
October 19-31, 2010

TOAM: Elaine Chan
PM: Anne Bonham

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

A report on the status of task 1 labor charges was submitted to the TOAM on October 20.

The PM met with the TOAM on October 21 to review the monthly reports and to verify the status of the contract.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 1,132 documents and edited 1,285 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

The site assessment Librarian IV received 3.2 lft. of new documents, of which .1 lft. were federal facilities documents, and processed 3 new sites.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

15.5 lft. of documents were picked up from EPA regional offices. 2 Transfer of Records forms were processed.

3 lft. of documents were retrieved from the FRC.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated October 26.

FRC Storage Report, updated October 26.

On-Site Storage Report, updated October 26.

Contracts On-Site Storage Report, October 22, 29.

Staff checked .3 lft. of unindexed Phoenix Goodyear Airport Area documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 1,319 documents (64,463 pages) during this reporting period and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 6 SCAP accomplishment documents during this reporting period.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Two Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following site:

OU	SSID	Site Name
00	0959	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
02	091C	TUCSON SOURCES

Staff retrieved 6 cost packages/financial documents for EPA staff during this reporting period.

The Cost Package Documentation Index was updated on October 22, 29.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 3.5 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of this reporting period, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	07	AEROJET GENERAL CORP (RANCHO CORDOVA)
09FL	00	ALAMEDA NAVAL AIR STATION
094Y	00	ALARK HARD CHROME
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
09C6	00	APACHE POWDER CO
09JS	01	ASARCO INC HAYDEN PLT
09KU	01	ATLAS ASBESTOS MINE
09JW	01	B.F. GOODRICH
09MM	00	BLUE LEDGE MINE
09H2	00	BROWN & BRYANT INC. (ARVIN PLANT)
0900	N/A	CA DTSC (BROWNFIELDS)
0900	N/A	CARSON FREEWAY 110/405 MIXED USE (BROWNFIELDS)
09R6	01	CARSON RIVER MERCURY SITE
09GY	01	CASMALIA PHASE II
093H	01	CASMALIA RESOURCES
09H3	00	CONCORD NAVAL WEAPONS STATION
091N	01	COOPER DRUM
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0936	03	DEL AMO FACILITY

SSID	OU	SITE NAME
09MN	00	DEL MONTE CORP. (OAHU PLANTATION)
0933	01	DEL NORTE PESTICIDE STORAGE
09HB	00	DENOVA ENVIRONMENTAL INC.
0900	00	DUNCAN ENTERPRISES
09P8	01	EDWARDS AIR FORCE BASE
094R	01	FRONTIER FERTILIZER
09X6	00	HALACO ENGINEERING CO
0900	00	HAWAII MERCURY
09H9	01	HEWLETT PACKARD, 620-640 PAGE MILL ROAD
09WJ	00	INDALEX ALUMINUM SOLUTIONS
092N	05	INDIAN BEND WASH NORTH
09G6	03	INDIAN BEND WASH SOUTH
09G6	07	INDIAN BEND WASH SOUTH
0900	N/A	INDIAN ISLAND WIYOT TRIBE TABLE BLUFF RES (BROWNFIELDS)
09G9	00	INDUSTRIAL WASTE PROCESSING
09J2	01	INTERSIL INC./SIEMENS COMPONENTS
0917	01	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
0917	05	IRON MOUNTAIN MINE
0917	06	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
0900	00	JERRY L PETTIS MEMORIAL VETERANS HOSPITAL
0900	00	KA'U AGRIBUSINESS SEED DIPPING AREA
0900	00	KAUAI AGRICULTURAL RESEARCH CENTER
09FM	00	KLAU/BUENA VISTA MINE
09FM	01	KLAU/BUENA VISTA MINE
0943	00	KOPPERS CO. INC. (OROVILLE PLANT)
0900	00	LA VETA #2 BURN DUMP
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
093Y	03	LAVA CAP MINE
091A	00	LEVIATHAN MINE
09PV	00	LEVIATHAN MINE
0947	01	LIQUID GOLD OIL CORP RICHMOND
0989	01	LORENTZ BARREL & DRUM CO
0900	00	MACGILLIS & GIBBS CO
0900	N/A	MADERA COUNTY (BROWNFIELDS)
0965	00	MATHER AIR FORCE BASE
0941	00	MCCLELLAN AIR FORCE BASE
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09TL	00	MCDERMITT MINE
09M6	01	MEW STUDY AREA
09J4	01	MODESTO GROUND WATER CONTAMINATION
09J4	02	MODESTO GROUND WATER CONTAMINATION
0926	00	MONTROSE CHEMICAL CORP
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
0926	07	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09BE	05	MOTOROLA, INC. (52ND STREET PLANT)

SSID	OU	SITE NAME
09BE	07	MOTOROLA, INC. (52ND STREET PLANT)
09BE	08	MOTOROLA, INC. (52ND STREET PLANT)
09BE	13	MOTOROLA, INC. (52ND STREET PLANT)
09BE	14	MOTOROLA, INC. (52ND STREET PLANT)
09BE	15	MOTOROLA, INC. (52ND STREET PLANT)
09BE	16	MOTOROLA, INC. (52ND STREET PLANT)
09BE	17	MOTOROLA, INC. (52ND STREET PLANT)
09BE	18	MOTOROLA, INC. (52ND STREET PLANT)
09BE	19	MOTOROLA, INC. (52ND STREET PLANT)
09BE	20	MOTOROLA, INC. (52ND STREET PLANT)
09BE	21	MOTOROLA, INC. (52ND STREET PLANT)
09BE	31	MOTOROLA, INC. (52ND STREET PLANT)
09BE	32	MOTOROLA, INC. (52ND STREET PLANT)
09BE	33	MOTOROLA, INC. (52ND STREET PLANT)
09BE	34	MOTOROLA, INC. (52ND STREET PLANT)
0915	01	MOUNTAIN VIEW MOBILE HOME ESTATES
09LZ	00	NATIONAL TECHNICAL SYSTEMS
09K7	00	NEW IDRIA MERCURY MINE
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09J5	02	NEWMARK GROUNDWATER CONTAMINATION
0905	01	NINETEENTH AVENUE LANDFILL
0900	N/A	NORTH FORK COMMUNITY DEVELOPMENT MILL SITE
(BROWNFIELDS)		
0978	01	NORTON AIR FORCE BASE
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
09BC	03	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
099K	01	PEMACO MAYWOOD
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
09JV	01	PHOENIX-GOODYEAR AIRPORT AREA
09R8	00	PHOENIX-GOODYEAR AIRPORT AREA*
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
0921	01	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.
0900	N/A	SALT RIVER CYPRESS LANDFILL (BROWNFIELDS)
0900	N/A	SALT RIVER FEEDLOT PROJECT (BROWNFIELDS)
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)*
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	01	SAN GABRIEL VALLEY (AREAS 1-4)
098V	02	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09WK	00	SANTA FE MINE #2 - RED MOUNTAIN

SSID	OU	SITE NAME
0944	00	SELMA TREATING CO
0900	00	SEQUOIA & KINGS CANYON NATIONAL PARKS
09J8	01	SOLA OPTICAL USA, INC
0942	01	SOUTH BAY ASBESTOS
09D7	01	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
09W6	00	SPARKS SOLVENT/FUEL SITE
09QL	00	SSFL: SANTA SUSANA FIELD LABORATORY
0901	05	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09K2	02	SULPHUR BANK MERCURY MINE
09Q5	00	TRACY DEFENSE DEPOT
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
091C	02	TUCSON SOURCES
0900	N/A	UNION PACIFIC SACRAMENTO
09R3	00	UNITED HECKATHORN CO
09R3	02	UNITED HECKATHORN CO
0900	00	US POSTAL SVC VEHICLE MAINTENANCE
0900	00	USA WASTE
0900	00	WAIAWA GULCH
09C1	01	WASTE DISPOSAL, INC.
09SU	00	WEST OAKLAND LEAD REMOVAL
09QC	00	YOSEMITE CREEK SEDIMENT
0900	00	YUMA BORDER PATROL SECTOR

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 31 requests for documents, performed 567 database searches in SDMSc, and provided 2,046 documents for EPA staff and other requesters.

Eleven indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 3 FOIA requests totaling 3.25 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 1,285 non-FOIA-related pages for EPA and other requesters.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 8 requests for documents on CD-ROMs. 53,300 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of this reporting period, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
09JW	00	B.F. GOODRICH
09W3	00	BLUE WATER URANIUM MINE
09W3	00	BLUE WATER URANIUM MINE (DOE)
09MP	00	BLUEWATER URANIUM MINE (REMOVAL)
09R6	00	CARSON RIVER MERCURY SITE
0936	01	DEL AMO FACILITY
09DF	00	ENVIROPUR/PRC
094R	01	FRONTIER FERTILIZER
09B8	00	HASSAYAMPA LANDFILL
09B8	01	HASSAYAMPA LANDFILL
0988	00	INTEL CORP (SANTA CLARA 3)
0904	01	MCCOLL
0926	01	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
0905	01	NINETEENTH AVENUE LANDFILL
09BC	01	OMEGA CHEMICAL CORP
09BC	03	OMEGA CHEMICAL CORP
099K	01	PEMACO MAYWOOD

SSID	OU	SITE NAME
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
0980	01	SHARPE ARMY DEPOT
091D	01	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following AR was compiled, copied, and sent to repositories during this reporting period:

Intel Corp. (Santa Clara III) Update 2, sent October 25

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

One work-performed compilation was created or updated during this reporting period for the following site:

OU	SSID	Site Name
03	0958	OPERATING INDUSTRIES, INC., LANDFILL (for 092S & 092T)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats during this reporting period:

CD-ROM format: 4 collections

Electronic files attached to E-mails: 32 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of this reporting period, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
09JW	01	B.F. GOODRICH
09PJ	00	HALACO ENGINEERING CO
09X6	00	HALACO ENGINEERING CO
09WJ	00	INDALEX ALUMINUM SOLUTIONS
0988	00	INTEL CORP (SANTA CLARA 3)
0988	01	INTEL CORP (SANTA CLARA 3)
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
09R8	00	PHOENIX-GOODYEAR AIRPORT AREA
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
09WE	00	PLUMAS EUREKA STATE HISTORIC PARK
09SY	00	SKYLINE AUM WASTE PILE SITE

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on October 26.

The RMS IV/Circulation Department Supervisor held a departmental meeting on October 21.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on October 19.

The PM purchased supplies and/or equipment during this reporting period as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

An RMS IV/IS III coordinated with Al Belbahri to resolve issues with server security and monthly operating system updates October 25. This is an ongoing effort.

An RMS IV/IS III coordinated with Perry Silver and Bob Zucker to resolve issues with the WISDMS server running out of storage space for SDMSc mirroring of the Central Repository file server. 110 GB of space from another partition of the SAN was allocated October 20. Capacity planning will be a high priority in the coming months.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The PM and RMS IV/Head Indexer attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on October 21.

The PM and RMS IV/Computer Support Supervisor attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting concerning upcoming database changes on October 21.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in this reporting period.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

No activity occurred in this reporting period.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

No personnel action was taken in this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 12 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 5 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
832	15.7 lft.	15.7 lft.

Inventories

Records Surveyed	Year to Date
9.5 lft.	9.5 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	0 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
24	0	0	0	3	0	0	2	29

VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 09R8, OU 00, PHOENIX-GOODYEAR AIRPORT AREA

One RMS V, two RMS IVs and six Librarian IV/Records Librarians performed indexing (270 documents, 1.0 linear foot) and one RMS II/Scanning Specialist performed scanning (1,773 pages) for AR compilation (work request #110830-1003 submitted by E. Chan). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 225.7 hours were expended on this effort during this reporting period.

SSID 0959, OU 00, SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)

Three RMS II/Scanning Specialists performed scanning (36,413 pages) in order to retire older docs to the FRC. Additionally, two RMS III/Cost Recovery Specialists processed 2 Cost Recovery Documentation Packages. A total of 177.8 hours were expended on this effort during this reporting period.